

## RULES AND REGULATIONS

For the Government of those Employed in the

**NEW YORK ASYLUM FOR IDIOTS,**

**Syracuse, N. Y.**

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### **General Rules.**

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In making engagements with any individuals, who enter the service of the institution, it is to be distinctly understood, at the outset, that while connected with it, they are to obey all the Rules and comply with all the Regulations, now in force, or that may hereafter be made for its government, by the Superintendent.

All persons employed will have certain duties allotted them, which are to be done at prescribed hours; but in addition they are expected to perform cheerfully any other duties that may be assigned them by the proper officers, even at unusual hours. By every means in their power, they are expected to strive to promote the special objects of this institution. To this end, they must be faithful, honest, industrious and punctual in all their relations and duties to the Asylum.

They are to treat the officers of the Institution, all visitors, and each other, with respect and courtesy, always. In all their intercourse with the pupils, they must exercise the utmost kindness, forbearance and self-control; not only, when having the immediate charge of them, but when incidentally brought in contact with them.

They are to avoid speaking of the peculiarities of the children to strangers or persons not connected with the institution, or reporting the conduct, conversation or names of the pupils. They are not to speak disrespectfully of the Asylum or any of its officers.

When any one feels him or herself aggrieved by anything occurring in the house, or dissatisfied with their duties, or with the accommodation, or the fare of the house, they are expected to make their complaint at once to the Superintendent.

## **Leave of Absence, &c.**

No person employed in the Asylum must absent himself from the Asylum without special permission from the proper officer of the Department, in which they are engaged; but to those who perform their duties faithfully, it is wished to allow as much relaxation and as much absence as is consistent with the kind of service required.

Promptness in returning at the hour designated in the leave of absence, is always to be carefully observed.

Applications for leave of absence will be made to the Superintendent, or to that officer of the house who has the special direction of the individual applying.

Arrangements are made, that each person employed in the Asylum, will have leave of absence on every other Sabbath, from 9 o'clock A. M. till 6 o'clock at night.

No employee will be allowed to be absent after 10 o'clock in the evening without special permission from the Superintendent.

The house will be closed at 10 o'clock at night. At that hour all the employees of the establishment are expected to be in their rooms.

In going to their rooms, all servants and attendants are expected to go quietly, that the children may not be disturbed. All lights will be extinguished as soon after that hour as possible.

Persons wishing to see any of the attendants or servants, are expected to call for them at the front entrance of the Institution.

Visitors are not allowed in the attendants' sitting room, in the evening, without permission from the officers.

No pedlars will be allowed on the premises, under any circumstances, as it always interferes with the duties of the employees.

Every precaution must be taken against fire. To this end, no matches must be left in the rooms except under lock and key. No lights must be carried about the building or into any wardrobes or closets.

## **Notices of Leave and Discharges.**

Whenever any employee wishes to give up his situation, he is only required to give two weeks notice of his intention.

Whenever the institution wishes to dispense with the services of any individual, the same notice will be given, or payment for that period at the discretion of the Superintendent.

Whenever any one is discharged, however, for any violation of rules or improper conduct, no such notice will be given, nor payment made, but up to the time of discharge.





## Rules for Attendants.

Pupils are sent to this institution, because they are unlike ordinary children, in some respects. Some, because they do not use their senses or their faculties as readily as other children. Some, because they are dull and slow of comprehension, or cannot fix their attention. Some, because they have no proper appreciation of the distinction between right and wrong. Some, because they are ungovernable at home, or, because they have disagreeable or vicious habits. Before coming here, they have, perhaps, been mismanaged or ill-treated, neglected or indulged till their natural infirmities or peculiarities have grown upon them.

To meet all or any of these conditions, kindness, patience, and forbearance must always be exercised by the attendants, or those immediately in charge. No punishment is to be administered by any attendant, unless it is directed by the Superintendent, for a specific purpose, and in the case of a particular individual.

Any unkind treatment of a pupil, and especially if a blow is struck, will be followed by the prompt dismissal of the person guilty of it.

All matters, relating to the children, out of the common course; as any change in the habits, any symptoms of sickness in a child, or any injury, are to be reported at once to the officers. When such report has been made and any special instructions have been given for their management, these directions must be strictly obeyed.

It is essential to the success of the Asylum, that a proper classification of the pupils should be preserved during the intervals of school hours. To this end, unless instructions are given to the contrary, by the officers, the different classes of children must be kept apart from each other. And this rule will be enforced more stringently because of the fact, that when two attendants are together with their classes, they are apt to engage in conversation with each other, and neglect their charge. And for the same reason, visitors must not be received or taken where the pupils are.

On certain occasions, however, one attendant may have the charge of two classes of pupils, for a short time, or at certain periods on Sunday; but not otherwise, unless by special direction of the officers.

Each attendant, when on duty with the children, is responsible for the proper care of every pupil of whom they have the charge, and is expected to be able, at any moment, to say where any individual of that number may be found. When on duty with the children, the attendants are expected to devote their whole thought to their occupation, and must not be reading or doing anything else for their own amusement.

The attendants must rise at the ringing of the bell, to perform their morning duties with the children. They must present themselves promptly at the ringing of the bell, at the close of school hours, to take charge of the pupils. They must not leave their duties for their

own meals until the ringing of the bell to call them for that purpose or till relieved by another person.

Their first duty in the morning, is to see that the pupils are always up and ready for breakfast, at the prescribed hour; that they are properly dressed, well washed, and have their hair and clothes neatly brushed. Great care must be observed by the attendants, that the children wear only their own articles of clothing, and use only their own brushes and combs. As far as possible, they are to teach the children to perform these offices for themselves.

They must observe that the children pass to and from the table in good order, and that they conduct themselves with decorum when at the table.

They must teach them habits of cleanliness as far as possible.

When exercising the children, they must strive to interest and amuse them in every possible way.

They must see that the children retire at the proper hour, render them the necessary assistance in undressing, and be sure that they are comfortable when in bed for the night.

The attendants will have certain other duties relating to household matters. Thus they are to open the beds and the room properly for airing, before breakfast in the morning. Then at a designated hour, they will commence putting the room in order, and after the beds and bedding have been sufficiently aired they will then make them up for the day.

When in charge of the children, they are to hold themselves accountable to the matron or steward; and when engaged in household duties, they are under the direction of the housekeeper.

### **Duties of the Laundress.**

The Laundress, under the direction of the officers, shall have the general charge of the laundry.

She will, on specified days, collect the clothes and soiled linen from the place of their deposit, and have them properly washed and ironed and thoroughly aired, and then return them to the persons appointed to receive them.

When any articles of clothing or bed linen are sent to the laundry at any other time, lists of the same will be sent with them.

If possible, all clothing will be returned to the house during the week, in which it is sent to the laundry; and great care must be taken that the various articles are neither lost or injured.

The washing of the attendants and servants will be done by the Laundress; but the girls are required to do their own ironing, at such hours as may be specified by the matron or housekeeper.

If any articles are not properly washed in the laundry, complaint should be made to the officers.

July 1st, 1865.

**H. B. WILBUR, Supt.**